

To learn how to file claims electronically log on to the court's web site at:

<http://www.wawb.uscourts.gov>.

Click on the Electronic Case Files button in the left column. In the Training section there's an interactive tutorial to teach you the steps.

If you'd like more information about filing claims, and claims related documents over the Internet contact:

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U.S. Bankruptcy Court  
700 Stewart Street  
Seattle, WA 98101



# File Claims Electronically

U.S. Bankruptcy Court  
Western District of Washington  
700 Stewart Street  
Seattle, WA 98101

[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)

The U.S. Bankruptcy Court for the Western District of Washington now offers creditors the option to file claims, and claims related documents, electronically over the Internet.

This new service is part of an Electronic Case Files (ECF) system that bankruptcy courts across the nation are implementing.

ECF uses standard computer hardware, an Internet connection and browser, and software to format a document for electronic filing..

To file a claim for either a Seattle or Tacoma case you simply log on to the court's web site and enter your court-issued login and password. (Your login and password will be issued after you've completed a brief on-line tutorial, and submitted a registration form.) Your login and password serve as your signature.

## BENEFITS OF FILING CLAIMS ELECTRONICALLY

 Cuts the time to process, copy and mail claims

 Provides instant e-mail confirmation that the claim has been filed

 Allows access to claim registers and case information 24 hours a day, seven days a week

 Reduces postage, envelope and paper costs

There's even an on-line training module so you can learn at your office. The step-by-step instructions in the user's manual make it easy to:

File a claim.  
Transfer a claim  
Withdraw a claim

## HARDWARE AND SOFTWARE REQUIREMENTS

- ◆ Pentium PC running Windows 95/98/2000/XP or Macintosh
- ◆ An Internet Service Provider (56k modem, DSL line or cable modem)
- ◆ Netscape Navigator (version 4.7 is recommended), or Internet Explorer (Note: AOL's version of Netscape is not compatible)
- ◆ Word processing software
- ◆ Ability to convert documents to Adobe's Portable Document Format (PDF). Adobe Acrobat Reader to view documents on-line.
- ◆ Optionally, a scanner if documents are not in a word processing format